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Section 11-B-1

UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
Washington 25, D. C.

FIELD MEMORANDUM # 1107-A  
(Supersedes F. M. 1107)  
November 21, 1947

To: All Ranking Field Officers  
From: H. H. Bennett, Chief  
Subject: Work Report, Form SCS-195 (revision date 1-1-48)

This memorandum cancels Field Memorandum #1107 dated January 1, 1945 and other Washington instructions dealing with this subject. Any Service forms or procedures needing revision to comply with these policies and instructions shall be revised.

The "Work Report," Form SCS-195 (revised 1-1-48), a copy of which is attached, will be used as the report on progress, activities and accomplishments of Service personnel assisting conservation districts, and other work areas. This report will be prepared semi-annually, as of June 30 and December 31 each year, for each district assisted by the Service, and approved work areas outside of districts covering work done by, or supervised by, Soil Conservation Service technicians.

The "Work Report on Group Enterprises," Form SCS-195a, (where work on group enterprises is done) will be used as a supplement to form SCS-195. Work planned and carried out through individual farm or ranch conservation plans will be reported on the Work Report, Form SCS-195. Jobs done on group enterprises, as defined in F. M. #1100, will be reported on form SCS-195a, semi-annually.

Each individual report will be prepared from district and work unit records. The responsibility for the preparation of these reports shall rest with the district conservationist. Copies of each individual report will be transmitted through channels for the appropriate state and regional offices and the Washington office. State and regional summaries of these individual reports will be prepared in the regional offices. Copies of these summaries shall be transmitted to each state in the region and to the Washington office. Studies, analyses and evaluations of progress should be made from these summaries.

Work group, state, and regional offices may have need for certain progress reports on activities and accomplishments more frequently than semi-annually. Special or supplementary forms or periodic reports to secure information from Service personnel may be used within prescribed Service policies concerning such forms or reports.

*H H Bennett*

## INSTRUCTIONS FOR THE PREPARATION OF "WORK REPORT" FORM SCS-195

### BLOCK A - - LOCATION AND PERIOD OF REPORT

Enter in this block the name and number of the district (or other approved work area); state in which it is located; headquarters of the district; and period for which the report is prepared. The "period from" shall be January 1 to June 30, inclusive or July 1 to December 31, inclusive. The initial report for new districts should be started as of the date field operations began.

### BLOCK B - - FARM AND RANCH CONSERVATION PLANS AND TREATMENT

The data reported in this block should reflect the progress in planning and treatment of land for conservation. On report for work in districts, items in this block deal only with farmer-district cooperative agreements for conservation plans. In approved areas outside of districts, the individual plans and treatments shall be reported on a separate Work Report, form SCS-195. The following discussion relates to work in districts and areas outside of districts. The progress for each six months should be reported in the columns headed "This Period." Totals for all items as of the date of the report should be shown in the columns headed "To Date."

Line 1: This item is to include the total number of "applications received" for farm and ranch conservation plans, and the acreage covered by such applications. The "to date" data are cumulative for all applications received.

Line 2: "Active applications," are for those farms or ranches on which it is reasonably expected that the preparation of conservation plans is desired and can be prepared. This item will include approved applications on hand as of the date of the report, for which conservation plans have not been prepared. The following status of applications shall not be considered as active: Plans already prepared; applications of owners or operators who are no longer interested in a plan, or have moved away; and applications for planning that have not been approved by the district governing body. The maximum figure that could be reported in line 2 would be the difference between line 3 and line 1.

Line 3: "Plans Prepared and Signed" in numbers and acres are to include all individual conservation plans for entire farms and ranches, prepared and signed in cooperation with the district (or accepted as bonafide agreements). Plans cancelled and subsequently re-signed shall be reported as new plans when additional planning is done. The following types of plans will not be included as district plans: Those prepared on which no cooperative agreements result; CCC plans, demonstration project plans, and extension-demonstration plans (unless these have been converted to district cooperative agreements); and various types of plans between farmers and governmental agencies.

Line 4: "Plans Cancelled" are those district cooperative agreements that are no longer active due to cancellation by mutual consent or request of either the district, owners, or operators. Likewise, cancellations due to death, change in ownership, etc., will be considered as cancelled. All cancellations approved by district governing bodies are to be included.

Line 5: "Amended Plans" will be reported only when changes in the acreage under district agreement occur, such as might result from purchase, sale, or cancellation of a part of the plan. Amendments not involving a change in acreage under agreement will not be reported by number or acres. Net changes in acres are to be reported, preceded by a plus or minus sign.

Line 6: "Active Conservation Plans" are those plans of farms and ranches that have not been cancelled, which were prepared this period and in former years. Changes in acreage caused by amended plans (line 5) should also be added or deducted to obtain the correct acreage to date; otherwise line 6 will equal line 3 minus line 4. Plans on maintenance, line 8, are included as active conservation plans.

Line 7: "Combined Treatment" expressed in acres is that part of the total acreage in active conservation plans on which planned combinations of practices have been completed. Calculations for each district are to be based on the net amounts of practices planned (Block C, Column 3) and cumulative amounts applied (Block C, Column 4 for this period, and Column 5 for to date). An application factor for each practice is to be based on the average technical time (P & SP) necessary to help apply a single unit of that practice in the area. Such factors shall be used in determining conservation units for each report period and to date. Where there are extreme variations in types of land, such as irrigated, non-irrigated, and rangeland, combined treatment acreage should be determined for each type.

Line 8: "Plans on Maintenance" represent those active plans on which all planned conservation practices have been satisfactorily applied, and on which the recurring practices are currently applied as planned. Plans reported as completely applied are to continue to be so reported as long as the plan continues to be carried out on the land but not as new plans. When plans on maintenance are cancelled they will be deducted from the "to date" column and also from "active conservation plans," line 6.

Line 9: May be used as the region desires for securing current or special information relating to conservation plans, such as, existing plans improved, or agreements resigned with new owners. This work is not to count as new plans.

Line 10: "Plans Being Applied," for this period and to date, are to include those active plans on which some application work has been completed. Plans on which no planned practices have been applied will not be included.

#### BLOCK C - MAJOR SOIL AND WATER CONSERVATION PRACTICES FOR FARM AND RANCH PLANS

This block is to include major soil and water conservation practices. All practices, both "agreed" and "recommended" included in conservation plans are to be considered as planned. Any practice properly applied for the first time in a satisfactory manner is to be reported as "Applied," and is not be reported again. Practices which meet the standards of the district at the time of planning are not to be reported as planned or applied. Practices applied by land owners and operators while plans are in process of development will be reported as planned and as applied when the cooperative agreements are signed.

Any practice for a particular field is to be reported only once. On an individual farm or ranch basis, the acreage (or other units of measure) reported as applied, cannot exceed the acreage of the fields for which the practice is planned. The "This Period" columns are to be used to reflect new planning (column 2) and new application (column 4). The planned "To Date" (column 3) will include new planning this period, plus planned amounts in the previous report, less planned amounts of practices not applied on plans cancelled during the period. The applied "to date" (column 5) is to include the new treatment during this period plus the applied amounts in the previous report. The applied "to date" (col. 5) cannot exceed the planned "to date" (col. 3).

Blank Column 6 may be used as the region desires for other information concerning practices. Data in this column which are summarized by the regions are to be made a part of the state and regional summaries.

The following practices and units of measure are those on which reports are required nationally:

#### Soil and Water Conservation Practices

<u>Name</u>	<u>Unit</u>	<u>Name</u>	<u>Unit</u>
1 Contour farming	Acres	11 Tree planting (incl. windbreaks)	Acres
2 Cover cropping	Acres	12 Farm and ranch ponds	Number
3 Crop residue mgt.	Acres	13 Terraces	Miles
4 Strip cropping	Acres	14 Field diversions	Miles
5 Range improvement	Acres	15 Farm drainage	Acres
6 Pasture improvement	Acres	16 Closed drains	Lin. Ft.
7 Seeding of range	Acres	17 Open drains	Miles
8 Seeding of pasture	Acres	18 Irrigation land preparation	Acres
9 Wildlife area improvement	Acres	19 Improved water application	Acres
10 Woodland management	Acres		

Other practices may be required for report purposes by the regions and states, with the approval of the Regional Conservator. Work group offices may also report other practices significant to that area, in addition to those required. The "National Descriptive Catalogue of Conservation Practices" will be used by the regions as a basis for names and definitions of all practices. Data on any practices reported will be forwarded to Washington by the regions in the current individual reports. Only those practices on which data are required will be summarized regionally and nationally.

Forms SCS-196, 197, and 197a revised, or approved regional modifications of them, are to be used as the record forms to supply data reported in this block.

## BLOCK D - DISTRIBUTION OF TECHNICAL TIME, (THIS PERIOD)

All Soil Conservation Service technicians (permanent and part-time) assigned to and working in districts are to prepare, "Monthly Time Record," Form SCS-501. Copies should be submitted to the district conservationist. The man hours reported will include the time of district conservationists, specialists, work unit leaders, conservation surveyors, farm and ranch planners, and aides. Where it is impractical for part-time aides to prepare individual time records, the technician under whose supervision they work should prepare a report for them. Only official time for which pay is received will be reported on SCS-195 (revised). The "Monthly Time Record," SCS-501, will be used as the basis for man hours reported in Block D.

Line 1: "Planning farms" and ranches should include the office and field time spent with farmers and ranchers in the actual preparation of individual conservation plans, individually or in groups; as well as preparation for such contacts. The preparation of land use maps, capability maps, plans of conservation operations, and preliminary layouts absolutely necessary to determine feasibility shall be included. This item should also include time spent in the re-signing of cancelled cooperative agreements, improvement of existing plans, and the preparation of amendments to plans.

Line 2: "Application" should include the time used in assisting farmers and ranchers individually or in groups to apply any planned practices. Time spent in actually applying practices simultaneously as conservation plans are being prepared shall also be charged to application. This item is to include layout and detailed design work; direct assistance to cooperators in the proper installation of practices, measures, and revised farming methods; distribution of supplies or materials; and any other types of application work on individual farms.

Line 3: "Maintenance" should include time utilized to help farmers and ranchers keep applied practices and structures in the most satisfactory and useful condition, including those practices which must be re-installed or given attention periodically. This item should also include time utilized to help the district perfect an organization to keep applied practices maintained.

Line 4: "Group enterprises" including planning, application, and maintenance should include all of the time spent on organized group jobs; defined in Field Memorandum #1100 "as any job involving two or more land owners or operators who agree to work together to carry on the construction, operation, and maintenance required." Report the total time spent on all kinds of group enterprises (Drainage, Irrigation, Flood Control, and special Erosion Control).

Line 5: "Flood Control Work Plans" should include the time spent in the preparation of flood control work plans in any watershed which has been authorized for works of improvement, by Flood Control Acts. The preparation of over-all or skeleton work plans for the entire watershed, and work plans for sub-watersheds or minor watersheds, are to be included.

Line 6: "Conservation Surveys" should include the time of any technician used for field mapping, cartography, inspection and correlation of soil conservation surveys, and any other surveys listed in Block E. Surveyors doing other types of work such as planning farms, application, cooperative relations, or administration, should use appropriate time items for reporting their time.

Line 7: "Information" should include time spent in making the public generally aware of erosion conditions and soil and water conservation. This work includes assembly and distribution of informative material in general meetings, through the press, radio, visual aids, etc., and in giving general talks on conservation. Any time spent incident to supplying slides, photographs, and similar material, or developing data for educational institutions, should be included here.

Line 8: "Conservation Education" should include time spent in teaching people how to take a definite part in soil conservation work. Includes local assistance in teaching people about operations of conservation districts; and preparatory educational work preceding planning, application, and maintenance of conservation practices and measures. This item should also include time spent in meetings, tours, demonstrations and the like, held to show rural people how to apply conservation, including the training of neighborhood leaders.

Line 9: "Cooperative Relations" includes time spent with the district governing body, other agencies and groups dealing with soil and water conservation programs and plans. Meetings with the district governing body would include such activities as assistance in the preparation or revision of District Program and Work Plan, Conservation Job Ahead, keeping of district records and preparation of district governing body reports.

Line 10: "In-Service Training" should include all time spent in organized training programs to improve performance of personnel in procedures, methods, and techniques of Service operations. This item will include the time of those giving as well as those receiving such training. Time spent in actual training of employees to do specific jobs should be included.

Line 11: "Administration" should include time spent in directing and managing employees, funds, equipment, and materials. This includes such time as planning and scheduling Service work, staff conferences, keeping of Service records, correspondence, preparation of Service reports, and other such office activities.

Line 12: "Technical Material" shall include time utilized in the assembly and review of technical bulletins, guides, handbooks, job sheets and the like; conducting periodic or special studies; preparation of technical reports and in evaluating conservation measures and practices. Time used in adapting research findings to operations by field tests, trials, and evaluations should be included.

Line 13: May be any official time not classified in the above items. Any time included here should be specifically accounted for by kind of activity. Combinations of such time may be shown as "Other" on state and regional summaries.

Line 14: "Leave" (sick and annual) shall be reported, but leave without pay will not be included.

Line 15: "Total Man Hours" of SCS technicians who actually work in the district, or were on leave with pay, during the period of this report are to be shown, as a total of the items listed above. The horizontal totals should check with the vertical totals.

Line 16: (Blank) May be used to show number of technicians, conversion of man hours to man years, personnel needs for the next period, or any other information desired by the region.

#### BLOCK E - SOIL CONSERVATION, OTHER SURVEYS: AND FLOOD CONTROL WORK PLANS

Soil conservation surveys within the district shall be identified by principal types. The man hours used this period, and acres mapped this period and to date will be reported. Any other types of surveys of particular interest to the regions may be reported, such as range utilization checks or any special soil or water conservation surveys authorized.

The special survey progress report (Surveys 4) is hereby cancelled. In the future survey progress will be reported semi-annually by the district conservationist, in this block. Form SCS-195 will also be used for areas outside of districts.

In areas where flood control works of improvement have been authorized, the number of flood control work plans and acres in minor or sub-watershed work plans are to be reported as such plans are completed. The cumulative acreage reported cannot exceed the approved area of the named watershed, as included in the over-all or skeleton work plan, which is within the boundaries of the district.

#### BLOCK F - STATEMENTS OF PROGRESS AND FOOTNOTES

This block should be used by the district conservationist to comment on highlights of progress and accomplishments in soil and water conservation work in the district. Any outstanding achievements during the period of the report should be included. Footnotes explaining corrections or adjustments should be used to clarify data appearing in other parts of the report.

#### BASIC RECORDS USED TO SUPPLY DATA FOR THE WORK REPORT

##### District Records

Use should be made of district records in preparing Service reports on accomplishments. These include lists of applicants, district cooperative agreement directory, and record copies of each farm or ranch conservation plan. Adequate entries and notations should be made currently so that the time needed for the preparation of reports can be reduced to a minimum.

Usable records should be kept up-to-date at all times for current operational purposes, and to supply data for reports.

##### Form SCS-196, Record of Practices Planned and Applied

This record is to be made for each conservation plan, as a summary of all the practices planned, including recommended practices. It should be filled out at the time the plan is developed, to show field numbers; practices by name and unit; total amounts planned and amounts already satisfactorily applied on that farm or ranch. Thereafter, the form would continue in use as a record for each plan to schedule application of the planned practices, and to record specific amounts of practices newly applied each period.

It will no longer be necessary to schedule full application of all practices at the time the plan is prepared, that is 3, 4, or 5 years ahead. Schedules for the application of practices which can actually be applied, should be kept at least one season ahead.

Space for recording estimates of technical time, equipment or material obligations has been provided for optional use.

#### Form SCS-197 and 197a, Summary of Practices Planned and Applied

These forms should be used to summarize data on practices planned and applied as recorded on forms SCS-196, for individual conservation plans. The summarized totals for all the plans in the district will provide data for all columns in Block C, form SCS-195. Forms SCS-197, listing each conservation plan by name, with 197a's attached for each practice, may be arranged by conservation groups, neighborhoods, work units or in any other way to facilitate multiple use of the data contained on them.

#### Form SCS-192, Activities Record

This booklet was designed specifically for the use of the Service technicians assigned to or working in districts and work units. It provides a day by day pocket notebook for the individual employee which may be used in lieu of Form SCS-190, Field Diary. Entries should be made daily which can later be transcribed and summarized on other Service records and used in the preparation of reports.

#### Form SCS-501, Monthly Time Record

This form is a monthly summary sheet for the time of each technician. It may be kept daily by the technician or by a clerk for him where booklet form SCS-192 is used. The employee's name, month, grade and headquarters are to be shown. Date lines are provided to show the location at which work was performed, the distribution of official time, and types of work done. A copy of SCS-501 for each month should be submitted to the district conservationist. These forms are not intended for transmittal beyond the work group office. A summary for all SCS technical time used in the district is to be prepared for each report period and included in Block D, SCS-195.

#### Spread Sheet Summaries

As a part of the basic record system, work units have current needs for different kinds of spread sheets. These will vary from time to time, and from one location to another. Such supplemental spread sheets as are actually needed should be used to schedule the work, project plans ahead, estimate goals for the next year, or to determine materials, equipment and supplies needed.

In all cases such records should be used to help get and keep the maximum amount of good conservation treatment on the land.

Block A

### Location and Period of Report

District

SCD

State

(Name)

(Number)

Headquarters

Period from

to

19

Block B

## Farm and Ranch Conservation Plans and Treatment

(1) Conservation Plans	(2) Number This Period	(3) To Date	(4) Acres This Period	(5) To Date	(6)
1. Applications received					
2. Active applications	x x x x		x x x x		
3. Plans prepared and signed					
4. Plans canceled (-)					
5. Amended plans(+ or - Ac.)					
6. Active conservation plans	x x x x		x x x x		
7. Combined treatment	x x x x	x x x x x			
8. Plans on maintenance					
9.					
10. Plans being applied			x x x x	x x x x x	

Block C Major Soil and Water Conservation Practices, Farm and Ranch Plans

[illegible]

## Block D

## Distribution of SCS Technical Time (This Period)

Items	Man-Hours (permanent and part-time employees)			
	P-3	P-1 & 2	SP	Total
1. Planning farms				
2. Application				
3. Maintenance				
4. Group enterprises				
5. F. C. work plans				
6. Conservation surveys				
7. Information				
8. Conservation education				
9. Cooperative relations				
10. In-service training				
11. Administration				
12. Technical material				
13.				
14. Leave (sick and annual)				
15. Total Man-Hours				
16.				

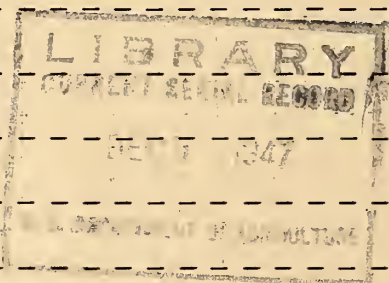
## Block E

## Soil Conservation, Other Surveys; and Flood Control

Type of Survey	This Period		To Date	Sub-Watershed Work Plans	
	M/Hrs	Acres	Acres	This Period	To Date
1. Farm planning A				No.	
2. Farm planning B				Ac.	
3. Basic surveys					
4. Reconnaissance				Name of Watershed:	
5.					
6.					

## Block F

## Statements of Progress and Footnotes.



(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

(Address) \_\_\_\_\_